



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Lisa Hadway, Administrator, DLNR-DOFAW

Name of Requesting Department

*DBS [Signature]*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured. Repair and maintenance services on John Deere equipment: Riding Mowers, Utility Terrian Vehicles, Bulldozer. Includes purchasing of parts, accessories and other products specifically designed and manufactured by John Deere for use on John Deere equipment
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2. Vendor/Contractor/Service Provider Name: American Machinery	3. Amount of Request: \$50,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>03/17/14</u> <i>slw 5/18/14</i> <del>Feb 14</del> To: <u>03/17/15</u> <i>slw 5/18/14</i> <del>Feb 15</del>	5. Prior SPO-001, So/e Source (SS) No.: 13-037W

6. Describe in detail the following: a. The unique features, characteristics, or capabilities of the goods, service or construction. American Machinery is the only dealer on Oahu that is authorized by John Deere to sell, repair and service John Deere products. See attached documents  b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department DOFAW has on inventory John Deere mowers, UTVs, and Bulldozers that requires periodic maintenance, repairs and servicing. These machines are essential to operations and maintenace activities. They are used to maintain roads, trails, public use facilities, create and maintain habitat for game and non-game species. All of these activities serve and major functions for DOFAW mandate to protect and manage public land resources.
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7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the

needed services or construction.  
Contacted American Machinery, the dealer where the equipment was purchased. The information given to us by American Machinery stated that they are the only authorized dealers for John Deere. Follow up with John Deere Company confirmed the received information and a signed letter was sent by John Deere. Letter is attached for reference.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Other companies stated that they do not offer services to machinery in which they are not the authorized dealers

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Jaosn Misaki	Forestry and Wildlife	973-9786	Jason.C.Misaki@hawaii.gov

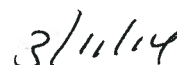
Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.**

**I certify that the information provided is to the best of my knowledge, true and correct.**



Department Head Signature



Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3/12/14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's representation that American Machinery is the only authorized dealer in Hawaii representing John Deere Construction, Forestry, Agricultural, and Turf products. This approval is for the period 3/12/14 to 3/11/15 and is for the solicitation process only. HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Kevin Takaesu at 586-0568, or [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov).

☒ Approved

☐ Disapproved

☐ No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature

5/16/14  
\_\_\_\_\_  
Date